

**Office of the Secretary of State**  
Tennessee State Library and Archives  
Library Services and Technology Act (LSTA)  
2016 Technology Grant Application

|   |  |       |          |
|---|--|-------|----------|
| Legal Library Name  |  |       |          |
| Full Name of the Entity that is registered for the DUNS number listed below*<br><i>(this will be the grantee)</i>                             |  |       |          |
| DUNS (Data Universal Numbering System) Number   |  |       |          |
| Grantee Mailing Address   |  |       |          |
| City  |  | State | Zip Code |
|   |  |       |          |
| Date of Grantee's Last A-133 Audit  |  |       |          |
| Fiscal Year Covered in Last Audit   |  |       |          |
| Grant Contact Person  |  |       |          |
| Grant Contact Person Title  |  |       |          |
| Grant Contact Person e-mail address   |  |       |          |
| Name of In-House Tech Support Staff Person for Library ( <i>not NSC or LISS</i> )   |  |       |          |
| City/County to be Served  |  |       |          |
| Federal Congressional District(s) to be Served<br>( <a href="http://capwiz.com/nra/dbq/officials/">http://capwiz.com/nra/dbq/officials/</a> ) |  |       |          |
| State House District to be Served<br>( <a href="http://capwiz.com/nra/dbq/officials/">http://capwiz.com/nra/dbq/officials/</a> )              |  |       |          |
| State Senate District to be Served<br>( <a href="http://capwiz.com/nra/dbq/officials/">http://capwiz.com/nra/dbq/officials/</a> )             |  |       |          |

*\* if the entity does not have a DUNS number, one will either need to be applied for before applying for the Tech Grant, or another eligible entity that has a DUNS number will need to be used.*

More information on DUNS numbers follows this page.

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**Information from:** <http://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>

**Has my organization identified its Data Universal Number System (DUNS)?**

Ask the grant administrator, chief financial officer, or authorizing official of your organization to identify your DUNS number.

If your organization does not know its DUNS number or needs to register for one, visit Dun & Bradstreet website:

Register or Search for a DUNS Number:

<http://fedgov.dnb.com/webform/displayHomePage.do> 

**Purpose of this Step:**

The federal government has adopted the use of DUNS numbers to track how federal grant money is allocated. DUNS numbers identify your organization.

**How long should it take?**

If requested over the phone, DUNS is provided immediately. Webform requests take 1 to 2 business days.

**What is a DUNS Number and why do I need to obtain one?**

The Data Universal Number System (DUNS) number is a unique nine-character number that identifies your organization. It is a tool of the federal government to track how federal money is distributed. Most large organizations, libraries, colleges and research universities already have DUNS numbers. Ask your grant administrator or chief financial officer to provide your organization's DUNS number.

List of Information you will need to obtain a DUNS number (if your organization does not already have one):

- Name of organization
- Organization address
- Name of the CEO/organization owner
- Legal structure of the organization (corporation, partnership, proprietorship)
- Year the organization started
- Primary type of business
- Total number of employees (full and part time)

If your organization does not have a DUNS number, use the Dun & Bradstreet (D&B) online registration to receive one free of charge.

**NOTE: Obtaining a DUNS number places your organization on D&B's marketing list that is sold to other companies. You can request not to be added to this list during your application.**

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## **Instructions**

1. All Windows Desktops and Laptops purchased in this grant must follow the minimum specifications.
2. If you are planning to purchase off of the State Contract for desktops or laptops, the description can be "Platform 3" or whichever platform meets the minimum specifications.
3. You will need to specify what purpose each item will provide. For example:
  - a. Is your item to replace an older one?
  - b. Will it be to increase your network size?
  - c. Will it allow you to increase your service?

**Note: Items requested for grant purposes cannot be for marketing or advocacy purposes.**

4. The grant request should be up to half of the total cost, with the overall grant request from all categories not being more than \$20,000.00.
5. Any item that is \$5,000.00 or more is not eligible for this grant.

## **Ineligible Items**

Items not eligible for direct purchase through this grant include (but may not be limited to):

- Furniture
- Salaries
- Construction
- Televisions
- Network Cabling
- Device stands
- Phones
- Internet access or phone charges
- Late fees
- Taxes
- Renewal charges
- Items costing \$5,000.00 or more
- Digital picture frames
- Headphones/earbuds purchased specifically to sell or give away
- Non-digital microfilm readers or reader/printers
- Non-networked copiers
- Leased networked copiers
- Items purchased solely for marketing or advocacy purposes

**Note: if you are not sure if the item you are interested in is eligible, please feel free to ask.**

| Category | Description | Purpose | # Requested | Cost per Unit | Total Cost | Grant Request (up to 1/2 of total cost) |
|----------|-------------|---------|-------------|---------------|------------|---|
|----------|-------------|---------|-------------|---------------|------------|---|

Library Name \_\_\_\_\_

|   |   |  |  |  |  |  |
|---|---|--|--|--|--|--|
| <b>Computers</b>  |   |  |  |  |  |  |
| Windows Desktop   | <i>(must follow minimum specifications)</i> |  |  |  |  |  |
| Windows Laptop  | <i>(must follow minimum specifications)</i> |  |  |  |  |  |
| Macintosh Desktop   |   |  |  |  |  |  |
| Macintosh Laptop  |   |  |  |  |  |  |
| Server  |   |  |  |  |  |  |
| Children's Workstation  |   |  |  |  |  |  |
| All-in-one or Thin Clients                                      |   |  |  |  |  |  |
| Other Computers <i>(please specify)</i>                         |   |  |  |  |  |  |
| <b>Software (annual fees are not eligible)</b>                  |   |  |  |  |  |  |
| Productivity/AntiVirus/Security Software                        |   |  |  |  |  |  |
| Automation  |   |  |  |  |  |  |
| Other Software <i>(please specify)</i>                          |   |  |  |  |  |  |
| <b>Networking Hardware (networking cables are not eligible)</b> |   |  |  |  |  |  |
| Routers/Wireless Routers  |   |  |  |  |  |  |
| Hubs/Switches/etc.  |   |  |  |  |  |  |

| Category   | Description | Purpose | # Requested       | Cost per Unit | Total Cost           | Grant Request (up to 1/2 of total cost) |
|--|-------------|---------|-------------------|---------------|----------------------|---|
| Wireless Access Points   |             |         |                   |               |                      |   |
| Other Networking Hardware<br><i>(please specify)</i>               |             |         |                   |               |                      |   |
| <b>Peripherals, Mobile Devices and other Small Items</b>           |             |         |                   |               |                      |   |
| Monitors   |             |         |                   |               |                      |   |
| Black and White Printers   |             |         |                   |               |                      |   |
| Color Printers   |             |         |                   |               |                      |   |
| All-in-One Scanners/ Fax /<br>Printers                             |             |         |                   |               |                      |   |
| Barcode Scanners   |             |         |                   |               |                      |   |
| Flatbed Scanners   |             |         |                   |               |                      |   |
| E-Book Reader  |             |         |                   |               |                      |   |
| Digital Camera   |             |         |                   |               |                      |   |
| Tablet/iPad  |             |         |                   |               |                      |   |
| Other <i>(please specify)</i>                                      |             |         |                   |               |                      |   |
| <b>Other Items Not in Another Category <i>(please specify)</i></b> |             |         |                   |               |                      |   |
|  |             |         |                   |               |                      |   |
| <b>Totals</b>  |             |         |                   |               |                      |   |
| <b>Indirect Cost</b>   |             |         | <b>Percentage</b> |               |                      |   |
|  |             |         |                   |               | <b>Revised Total</b> |   |

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**Certifications**

For this LSTA Grant Proposal to be considered for funding, the library must meet requirements for items in the certification tables below.

- If this LSTA grant request does not include funding for computers or electronic devices to access the Internet, computer software, or peripherals installed on computers accessing the internet, compliance with item 1 is not required.

**I certify that the applicant or public library being applied for is compliant with the following:**

*Please check one*

|    |   | Yes | No |
|----|---|-----|----|
| 1. | Children's Internet Protection Act<br>(complete and sign Internet Safety Certification page, which follows this page) |     |    |
| 2. | Title VI, Civil Rights Act of 1964  |     |    |

*Items 3 – 6 are not required for Metropolitan or Independent Libraries*

|      |  |  |  |
|------|--|--|--|
| 3.   | Signed Service Agreement filed with your regional office for the most recent completed fiscal year                   |  |  |
| 4.   | Signed Maintenance of Effort documentation filed with your regional office for the most recent completed fiscal year |  |  |
| 5.   | Did a member of your library board attend the 2014 Trustee Workshop?   |  |  |
| 5.a. | If Yes, please provide names of attendee(s)  |  |  |
|      | Attendee 1   |  |  |
|      | Attendee 2   |  |  |
|      | Attendee 3   |  |  |
|      | Attendee 4   |  |  |
| 6.   | Has the Standards Survey been completed for your library?  |  |  |

*Items 5 and 6 will directly affect your grant award by 10% each.*

\_\_\_\_\_  
**Signature of Library Director**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Board Chairperson or Authorizing Authority**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name and Title of Board Member or Authorizing Authority**



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**Internet Safety Certification  
For Public Libraries**

**Library Name:** \_\_\_\_\_

As the duly authorized representative of the library, I hereby certify that  
(Check *EITHER A or B, but not both*):

|   |  |
|---|--|
| <b>A.</b><br><br><input type="checkbox"/> | <p>The recipient library has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act and has in place the following policies, as provided by 20 U.S.C. Section 9134(f)(1):</p> <p>(i). A policy of Internet safety <i>for minors</i> that includes the operation of a technology protection measure with respect to any of its computers with Internet access that protects against access through such computers to visual depictions that are: (1) obscene; (2) child pornography; or (3) harmful to minors; and the library is enforcing the operation of such technology protection measure during any use of such computers <i>by minors</i>; and</p> <p>(ii). A policy of Internet safety that includes the operation of a technology protection measure with respect to any of its computers with Internet access that protects against access through such computers to visual depictions that are (1) obscene; or (2) child pornography; and the library is enforcing the operation of such technology protection measure during any use of such computers.</p> |
| <b>B.</b><br><br><input type="checkbox"/> | <p>The requirements of Section 9134(f) of the Library Services and Technology Act do not apply to the recipient library because no funds made available under the LSTA program will be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet for a public library that does not receive discounted E-Rate services under the Communications Act of 1934, as amended.</p>  |

|  |             |
|--|-------------|
|  |             |
| <b>Signature of Authorizing Authority</b>    | <b>Date</b> |
|  |             |
| <b>Printed Name of Authorizing Authority</b> |             |
|  |             |
| <b>Title of Authorizing Authority</b>        |             |



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**Certification of Indirect Cost**

**Definition:** An Indirect Cost is an organization's incurred cost that cannot be readily isolated or identified with just one project or activity. These types of costs are often referred to as "overhead costs." Typical examples are charges for utilities, general insurance, use of office space and equipment that you own, local telephone service, and the salaries of the management and administrative personnel of the organization.

Check one of the following options regarding indirect costs as part of your grant award.

- ☐ The Grantee has a Federally negotiated rate for indirect cost, which is \_\_\_\_\_%.  
***Note: if a Federally negotiated rate is chosen, it is necessary for the appropriate documentation to be attached.***
- ☐ The Grantee requests that 10% of their grant award be allocated for indirect costs.
- ☐ The Grantee requests that 0% of their grant award be allocated for indirect costs, and that the full grant award go towards the cost of technology items.

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**Signature of Authorizing Authority**

**Date**

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**Printed Name of Authorizing Authority**

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**Title of Authorizing Authority**

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**Checklist for Application**

- ☐ Application completed
- ☐ All certification pages completed and signed
- ☐ W-9 completed and signed (separate document)
- ☐ Automated Clearinghouse Form (ACH) completed and signed (separate document)
- ☐ Voided check or deposit slip that includes the account number and routing number for the account to be used for this grant (*can be a copy*) (separate document)

**Grant Questions?**

Questions regarding the tech grant can be sent to Jennifer Cowan-Henderson

Phone 615-741-1923

Fax 615-532-9904

E-Mail [Jennifer.Cowan-Henderson@tn.gov](mailto:Jennifer.Cowan-Henderson@tn.gov)

**Submitting Applications**

Applications will be accepted via fax, mail, or e-mail.

Applications can be sent to:

Postal mail: Tennessee State Library and Archives  
403 Seventh Avenue North  
Nashville, TN 37243  
Attn: Jennifer Cowan-Henderson

Fax: 615-532-9904

e-mail: [Jennifer.Cowan-Henderson@tn.gov](mailto:Jennifer.Cowan-Henderson@tn.gov)

Deadline for submitting applications:

**August 1, 2015**

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